



DOUBLE SPOUSE CREDIT FORM

Eligibility:

When both spouse/domestic partners are employed by the University of Iowa in benefits-eligible positions and both classified as faculty, P&S, merit, or house staff, they may qualify for the Double Spouse Credit. This credit provides family health and dental coverage at little or no cost, depending on your chosen health plan. If you do not have dependent children, you should each select employee-only coverage for health and dental insurance.

Request Timing:

1. At the time of hire,
2. During the annual open enrollment period,
3. Following a qualifying event (e.g., marriage, birth of child, declaration of domestic partnership)

Notification Requirement:

If either employee separates employment, changes classification, has dependent children who are no longer eligible, has an unpaid leave of absence and misses a paycheck, notify University Benefits within 30 days. Signing this form authorizes payroll deduction for any balance owed.

Reason for Modification:

Event:

Date of Event:

Additional information, if applicable:

Modification:

Elect Double Spouse Credit

Spouse 1 – Contract holder for health and dental

Spouse 2 – Non-contract holder

Cancel Double Spouse Credit

Employee Information:

Spouse 1's Name:

(please print)

University ID #:

REQUIRED -Signature:

Date:

Spouse 2's Name:

(please print)

University ID #:

REQUIRED -Signature:

Date:

Upon review and approval, University Benefits will contact both employees by email with instructions for enrolling in Employee Self-Service. Please wait to receive an email before proceeding with your enrollments.

Return form to University Benefits at benefits@uiowa.edu or by mail to 120 University Services Bldg., Iowa City, IA 52242

Office use only: Effective date _____